

# **EDUCATIONAL TECHNOLOGY AND ICT**

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**Week-12**

**Lecture-56**

## **Module-56: Digital Content Creation Tools: Text**

Hello dear learners, welcome to the SWAYAM-NPTEL course on Educational Technology and ICT. I am your course coordinator, Dr. Sarita Anand, from the Department of Education, Vinaya Bhavana, Visva-Bharati, Santiniketan, West Bengal, India. Today, we will talk about Module 56 on Digital Content Creation Tools. We will focus on text content creation, and this is Lecture 56. Before going into the lecture, we will review the concepts we have already covered.

In earlier lectures, we covered Artificial Intelligence in Education, Part 2, where we discussed generative AI, the rise of ChatGPT, alternative AI models to ChatGPT, AI-powered applications and tools for classes and the teaching-learning process, and a list of AI tools with links for teaching, learning, and research in education. We also conducted hands-on demonstrations using ChatPDF and Napkin AI. Now, we will move on to digital content creation tools, especially for text creation. We all know that we use Google Docs and MS Word (Microsoft Word) as digital content creation tools. So, there is nothing more to say about them.

These are the most widely used digital content creation tools, offering powerful features for creating, editing, and sharing text-based content. These tools are essential for educators, students, and professionals in developing various types of digital documents, including reports, lesson plans, research papers, and collaborative works. Whenever you need to write an application, you definitely require Microsoft Office, where you use MS Word. But do not forget that there is another option: Google Docs. Google Docs is a cloud-based word processor that allows users to create, edit, and collaborate. Whatever tasks you perform in Microsoft Office can also be done here with Google Docs. This Google Workspace is part

of Google Workspace and offers seamless integration with other Google tools like Google Drive, Google Slides, and Google Sheets.

So, what are the features of Google Docs? If you have not gone through it, I suggest that you should go through Google Docs. In some lectures, I have mentioned the Google tools which you should explore. It provides real-time collaboration with other apps or facilities and also has cloud storage with Google Drive. You can see the editing history of the document, including when and who has viewed or reviewed the document. There is a great feature: you can use voice typing. This means it offers hands-free content creation as well.

Smart Compose and grammar suggestions are available. If you make any mistakes, they are highlighted in the interface. The educational use of Google Docs is not limited to creating documents. Whether it's applications, letters, lesson plans, study materials, reviews, assignment feedback, research papers, books, or chapters, whatever you need to write, you can do it with formatting options. Next comes Microsoft Word. Why have I not kept it in the first place? Because I want to create awareness about Google Docs.

Microsoft Word is a well-known word processing tool. Almost everyone who works with computers is aware of Microsoft Office, and without Microsoft Word, you cannot write anything on your computer. So, for basic writing to advanced formatting tools, you should use Microsoft Office. Earlier, Microsoft Office worked offline only. But now, Microsoft provides online collaboration features as well.

Now, whatever you have written, your students have written the content that can be shared similarly like Google Docs. So, you can share the content, you can collaborate and you can track the comments or changes which was done in your document. It integrates with the OneDrive whereas Google Docs is working with the Google Drive. It is connected with the OneDrive of Microsoft and AI power editor is also there that they check the grammar and style suggestion and also academic writing and other tasks can be done with the help of this Microsoft Word.

I am using Office 21 and that is providing very advanced features rather than the old version. So, I appreciate that if you are using these Microsoft Word in daily basis, so there is no need to explain that where you can use, but I have prepared one. comparison table between the Google Docs and Word you can see that whatever I have described here there is offline access is there with the Microsoft so this is having the benefit that if you are not having the internet but you can work with the Microsoft whereas the Google Docs is not having that facility because that is open source and you need internet and normally if you

have opened your file then you can continue working but it will not save because there is provision of auto save so this is the limitation of google doc otherwise this they are providing the similar kind of interface and editing material and editing facilities.

One benefit is there with the MS Word that the you can save the file not only the doc file docx but also you can convert it in pdf text and html whereas in the doc google docs you will find only two option docs and pdf Now the text content creation with the help of digital AI powered apps, like we can enlist the ChatGPT on number one. We all know these days you are using the generating the ideas, writing essays and text and other kind of writing.

Similarly, the Google Gemini and Deep Seek is also generating because these are generative AI. So, for the text content you can create with the help of these AI, but I always suggest that you use it precisely you will see that there is repetitive type of content they are providing. So, whenever you are giving the prompt use it wisely and you can create the text content.

So, the others are there like Grammarly, Quillbot, Hemingway editor, this is suggestive that it is having the high quality. So, normal users should be going with the Gemini and ChatGPT. Then Copy.ai and Jasper ai and other collaborative writing and editing tools are there like I have already mentioned the two names Google Docs and Word and the Notion and the Scrivener. Here I have written the Microsoft Word online because if you are having Windows 10 and older version of Microsoft Office then that will not show you the cloud-based documentation with the Word and working with the Word. So that's why I have written those who are having the advanced version of Microsoft the only they can utilize the MS office of online version. Then comes the Blogging and Content Management CMS. These are also providing the opportunity to content writing in the text form like WordPress, Medium, Ghost, Wix Blog and the Blogger.

Blogger, I have kept in the last because many of you are having blogger in your pocket, but you don't know. Because you are not using it may be or not have seen that Google Docs sorry Google tools are having the list Blogger. This Blogger is the platform for free and a easy to use blogging service and that allows user to create and publish blogs and option for customized domain and hosting and they are providing the very good writing suggestions also. So, I suggest Blogger is very much free. So, you can either go for the WordPress or the Blogger for the text generation, especially for the blogging.

Summarization and Note-Taking Tools: There are so many such type of note taking tools like SummarizeBot, by its name you can understand AI power tool is there. It summarizes the articles and documents and earlier I had mentioned that ChatPDF.

Similarly, they work TLDR. This is actually research based and those who are working in the research field and want some precise summaries of the journal or any article they can go for TLDR then Evernote, Obsidian, Mem.ai and FireFlies.ai are also there and you can summarize you can get take the gist with the help of uploading your document or content on this platform but I always suggest that if you are having any draft document, any thesis draft, any research draft, any research papers draft to be summarized to so that is not published actually manuscript is there.

So, I will always suggest then don't upload on any online platform because there will be some repetition some copyright issue may arise so already printed material PDFs are there you are uploading on these website for saving your time that is okay! but if you are going to teach your students and you want to summarize some book like I have shown the ChatPDF so definitely that can be done because that is already published and no matter whoever is using there will be no problem.

Next comes the speech to text and text to speech tools. There are so many tools also available for this task. If you are interested to interchange the version of the text, then you can use the Otter.ai, Speechnotes, NaturalReaders and Google Speech-to-text API. This these text app or AI are providing the AI power transcription tools and they are converting the speech to text and sometimes text to speech tool.

So, here a speech note is converting the speech to text and natural reader is text to speech and Google speech to text is converting the your audio in the text version. Then comes the AI powered Research and Summarization Tools. If you are interested as a teacher, as a researcher, as a learner, that I will summarize the research work, not only the research work, but also the online meetings and what happened in the meeting, what are the main points of that meeting, then you can go for the tactics. This tactic is AI power tool summarizing, analyzing the documents and also helping the professionals to extract the key insight from any PDF, also the meeting notes and the reports. It can be added as a Google extension to be used in the Google Meet.

If you will download the tactic, it will ask you to add it as an extension and it will be added with your Google account, whatever account you have made. And it will be shown there and whenever you will join the Google Meet, then you will see that tactic is ready to take

the notes. So, it is very helpful for the organizer of the seminars and the webinars and the teachers who have taught many things and sometimes we forget that what we have said.

So, this tactic is helping a lot to prepare the notes about the meetings. Then comes the Elicit. Elicit is also very good for the researchers, the research papers and summarizes the findings and helps the automate the literature reviews. So, many researchers are using these days for the literature review because our researchers are starting with the literature review and Elicit is helping and ChatPDF. I had already discussed in previous lecture and the Genei.AI, Genei-AI also summarizing the papers and highlighting the key concepts and TLDR. This I have already mentioned that length if you are reading the lengthy paper lengthy document article research paper then definitely you can go for the TLDR This its name is TLDR, it means you please provide the short or summary of the content now the speech to text through smartphone audio recording that I have made for my phone that these days our smartphones are also providing the facilities in different kind like this is the screenshot of my phone I am using S22 Ultra and they are having their own AI Bixby. and the Bixby is providing the transcription facility. Like if in this first screenshot you will see that SWAYAM NPTEL course demo audio. I have prepared one audio for you all.

In next lecture I will show you, I will allow you to listen and then after recording, I gone for these three dots and it is allowing you to transcribe or edit or remove something. Options are there and you can go for transcription and it will provide you the written transcription here. This is the screenshot transcribed version of my audio recorded on the phone. Then it is also providing the option for not only the editing but also the sharing.

You can record the audio, convert in the text and you can share and this is the transcribed content in the text form. So, if you are interested to create the content and you are not ready to use any AI or hard software, No problem. You just use your smartphone but condition is that if your smartphone is having that facility or not, I do not know what you are using. Maybe you are having more high-tech mobile smartphone and these facilities are available there. So, this is also the way to create the text content speech to text through smartphone audio recording.

Now the text content sharing. I have mentioned in earlier lecture that definitely whatever we are doing for our students, we should share on the different platform, so that that will be reached to the larger audience. So I have if you have prepared the text content and you will sharing direct to your learners, your students, only 50 students, 100 students or 200 students will be benefited but if you are sharing on a public platform, then it will be good

for the more larger number of the learners. For this kind of text, I have mentioned here the SlideShare link, digital tools with AI for e-content development. I will show you and now we will go for the slidesgo.com.

I have clicked here and this is the page of slidesgo.com which I have earlier mentioned. If you are having the content, you have created the text. Now you can go for this website and there are free templates available. You can download it for your Google slides or maybe for your Microsoft PowerPoint presentation.

So that I can click on any type of PPT slides. If they are free, I will go for those only. If this crown is not free, I will not go for that crown. I will go for education. This is the template, and I will try to download it. Here is the option to download this template, and it will show that yes, it is downloading and you can share. It will ask what kind of download you want: for PowerPoint, Google Slides, or Canva. I will prefer PowerPoint because many people are using Microsoft PowerPoint. But you can see there is rationing. I have already completed the task of the month.

That's why it is not downloading but yes, there is an option for you. You can try and download it. Or you can directly customize here on this website. This website also has the facility to attach your PowerPoint presentation to Google Classroom.

You can also share it on Pinterest. I have already mentioned that Pinterest is a wonderful platform for sharing your creative arts, your content, and many other things. You can share with your friends or students, you can like it also. So, I will go for the AI tools.

So just go back, and you will find on the home page that there is the option which we want to create. Here is the AI presentation maker. You can type the content, and it will prepare your presentation. So, for the AI presentation, we will go for the AI presentation maker, and we will type the topic, whatever topic you want. Suppose we try to write 'artificial intelligence in education.' Yes, 'intelligence.' It will suggest the spelling if we make a mistake in 'education' and now we will start. So, if you want detailing, you can go for it; otherwise, it will work accordingly. So, it is again asking for the email ID and why so? I do not know. Okay. Again, I will try. Okay. This time I will go for the shortcut AI in education, there is some problem with the system, I think. AI presentation maker. Okay, career aspiration of school student. Okay, any topic you can give. So, students and now we will go for the PPT presentation.

So, this is reviewing the task. and whatever you have written, I always suggest that you prepare yourself with the topic with the content text content you have generated, you can utilize that text content here for the ppt presentation and if you are not prepared and you want quick access to the ppt then definitely this slidesgo.com will help you, now I am trying to fetch it out 93 percent completed and after that, I will suggest you the another platform for sharing the text content which you have developed or created with the help of any text tools which I have mentioned. So, these are the content which your slidesgo.com has prepared for ourselves and there is option for rewriting the slide content.

So, I am suggesting that you have prepared the text, I have mentioned earlier that whatever text you have prepared you have to utilize it and utilize it here in slidesgo.com you edit it, whatever it is, it has prepared you edit it and if you are not interested to editing you are ok with this content you can go for it otherwise you Trying to eliminate then you can go for the deleting otherwise continue. Now I will continue and this is asking for the theme that what kind of presentation you are interested. So, I always go for the dark background. It gives good feeling.

So, it is my preference. You can go with your preference. Generate and download the presentation. The best part is that this slidesgo.com is not only utilizing your created content, but also it is providing the option of downloading. So, you can download the PowerPoint presentation and you can share it but other platforms are not allowing like earlier I have mentioned the Prezi. Download now. Prezi has not given the option, where I will place it? on desktop, so that I will easily find it out career aspirations. Okay!

If we will review then it will take time. So, I will go for the desktop and I think for that I have to go out from this presentation slide, I will minimize it and there are so many tabs open, so we will see our PPT now this file has been downloaded and I will open it for you all and you can see that this is our PPT. I will go for full screen and you can see the picture The Career Aspiration exploring they have prepared by themselves. This is prepared by the slidesgo.com and if you want to alter it, change it, you can change it.

Otherwise download as it is. It was prepared. So, I hope you will utilize this text content creation with the help of slidesgo.com and always remember whenever you are using this is the attribution slide and we should keep it with our presentation because there may be the issue of plagiarism. So, if you are using any platform then we should definitely mention the name of that platform and slidesgo.com is giving the attribution slide. So next task is

that, when we are talking about the text content creation definitely, we need the sharing platform that where we will share the content.

The next platform is for the academicians for the learners and the academic fraternity that is your research gate. ResearchGate you can take it as academic social media and you can share your prepared text content on this platform. I have opened it and I hope it will open.

One of my contents prepared for my M.Ed. students I have shared here you can see the sample format research report writing in education and you can see the readers, 8,880 reads are there and this is the simple text content which I have prepared for my students. There are so many contents are there. I have given the watermark by my name and created the PDF or given the CC licensing on it and shared on the research gate and you can see that this is a CC by SA licensing and this is read by the many people like another document is there 8,542 reads.

You can understand this is the sample research proposal format made by me. So, this kind of content which we are preparing for our students, that should be shared on some platform I always suggesting and research gate is the appropriate platform. You can see research report proposal writing and this is the PPT actually presentation is there and 1,745 reads. This action research PPT is there and it is 1,235 reads.

So, this is I am showing you for your motivation that as a teacher as a researcher if you are preparing some content if that is appropriate you can share it on the research gate. Okay. Now I will go for our presentation. I think I have completed my task to show you all. Now we are on the conclusion that both Google Docs and MS Word serve as a power file.

Powerful digital content creation tools, each with unique advantage, Google Docs, Excel in real world collaboration and cloud-based accessibility and Microsoft Office is formatting and advanced document editing features and daily basis we are using it, making it suitable for the academic writing, professional reports and online and offline work. Choice between the two depends on the specific needs of the users, whether for the education, business or personal document creation.

Text-based digital content creation tools empower users to generate, refine, manage content effectively, whether for your writing. For your personal uses for the collaboration accessibility, these tools are helping to enhance our productivity and creativity and as we know that AI is providing us the automation and continually it is growing, so I have shown the slidesgo presentation and utilization and the ResearchGate we can conclude that

whenever we are creating our text content we should definitely place it on appropriate platform for the greater learners benefit and these are the references I have provided for your further reading. You can go through them and keep learning.

Thank you.